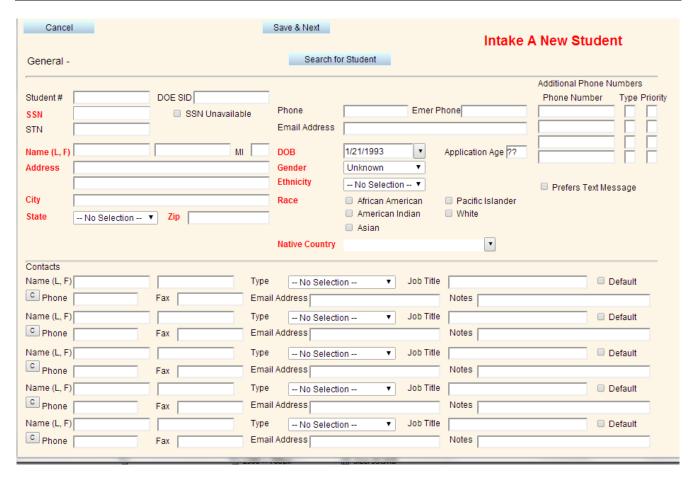




InTERS Teacher Website – Intake Page 1: General



SSN: It is required to ask new students for a Social Security number at the time of intake. If the student declines to provide one, "SSN Unavailable" can be clicked and the intake can be processed, but a Social Security number must be added later.

Name (L, F): Enter the student's full, legal name (no nicknames). Preferred names or nicknames can be noted in the "Comments" section of the student record.

Phone, Emergency, Cell & Email: These fields are not required but are very useful for outreach and follow-up purposes.

Date of Birth: Application Age will auto-fill after you hit "Save & Next".

Ethnicity: Only two options – "Hispanic" & "Other".

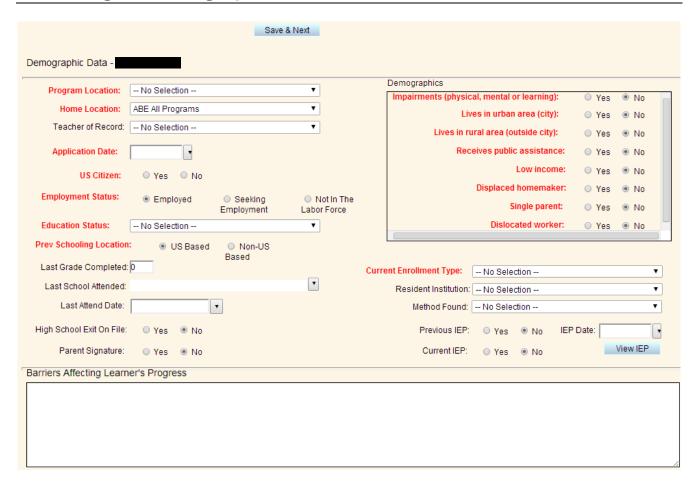
Race: Check off appropriate box if "Other" was answer to Ethnicity.

Intake will save if required fields are incomplete, but the student's record will show errors until missing info is added.





InTERS Teacher Website – Intake Page 2: Demographic Data



Home Location: The location where the student will be primarily attending classes (like a High School homeroom).

Employment Status: "Not In The Labor Force" is for students who have retired or have a long-term disability that prevents them from being able to work.

Education Status: Record the student's highest level of educational attainment.

Previous Schooling Location: Defaults to "U.S. Based".

Last School Attended: Select from list or type in if known.

High School Exit On File: Answer is required if the student is younger than 18.

Current Enrollment Type: Adult Basic Education is the most common answer. Other options include Adult Secondary Education, Community Corrections, Correctional Facilities, English as a Second Language, Family Literacy, Homeless Program, Other Institutional Program, Work-based Project & Workplace Literacy.

Resident Institution: Only applies if student lives at education location (prison, shelters, etc...).

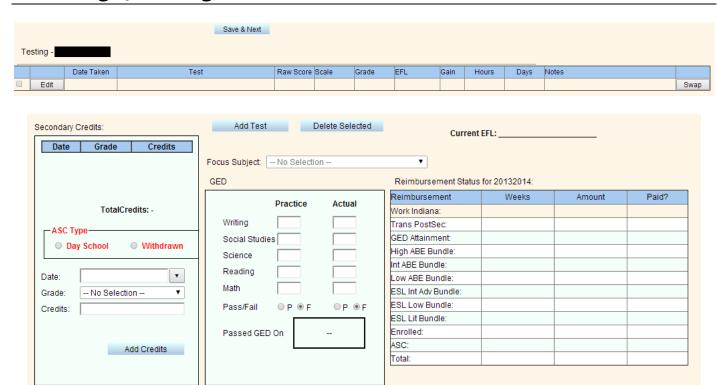
Method Found: Not required info, but helpful to better market Adult Education services.

Intake will save if required fields are incomplete, but the student's record will show errors until missing info is added.

InTERS Teacher Website – Intake Page 3: Testing







To add a pre-test result, click on either the "Edit" box near the top of the page or the "Add Test" button.

| Test Editor - | | |
|---------------|--------------|-------|
| | | |
| Test Date: | 1/21/2014 | ▼ |
| Test Code: | PreTest | ▼ |
| Test Form: | No Selection |) ▼ |
| Test Series: | | ▼ |
| Test Level: | | ▼ |
| Test Subject: | | ▼ |
| Raw Score: | | |
| Scale Score: | | |
| Grade Equiv: | | |
| EFL: | No Selection | 1 ▼ |
| | | |
| | OK (| Close |
| | | |

Test Date: Defaults to today's date.

Test Code: Options include Locator, PreTest & PostTest.

Test Form: Options include TABE, CLAS-E, CASAS, WKEYS & SURV. TABE and SURV both refer to forms of the TABE test. TABE is for the full battery and SURV is for the shorter survey test.

Test Series: 9 & 10 for TABE and SURV, A & B for CLAS-E, W

for WKEYS.

Test Level: L, E, M, D & A for TABE and SURV, 1-4 for CLAS-E.

Test Subject: 4 options for TABE and SURV, 3 for CLAS-E, 7 for WKEYS.

Raw Score: Number of correct answers scored for corresponding Test Subject.

Scale Score, Grade Equiv & EFL will automatically calculate once all above information is added.

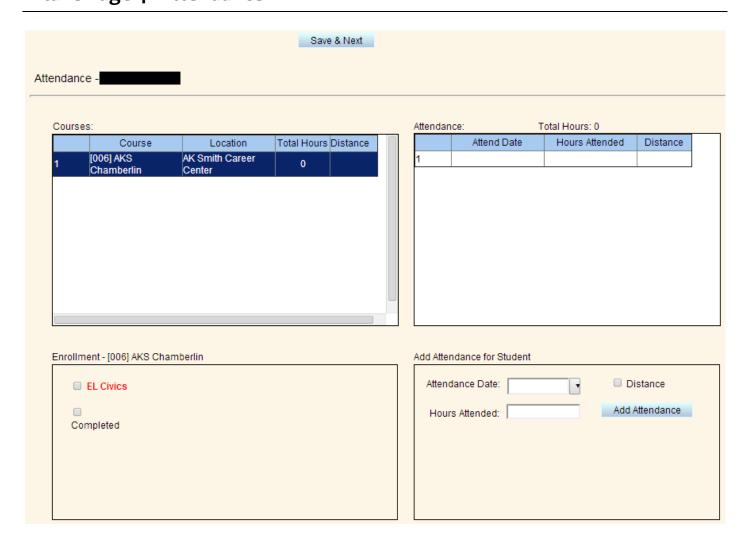
Remember that pre-test results must be entered by the time students hit their 12th hour of attendance.

Total Credits & ASC Type are for students enrolled in Adult Secondary Credit Programs only. If the new student is not enrolling into one of those programs, leave these fields blank.

InTERS Teacher Website – Intake Page 4: Attendance







If student has already attended class when intake is being entered, attendance can be recorded on this final page of intake using the "Add Attendance for Student" box in the lower right corner of this screen.